

INVITATION TO BID ON PROVIDING SECURITY SERVICE

July 8, 2014

The Education Achievement Authority of Michigan (hereinafter "EAA") EAA is soliciting bids for high quality contract security officer coverage at three educational facilities located in Detroit, Michigan. We are only interested in premium service since officers assigned will be in high visibility positions and will regularly interact with parents, teachers, and the general public, proprietary security staff with police authority and with underage students.

Because this is a coeducational environment, a requirement of this contract is that the security force must be comprised of both genders; and specifically at high schools, at least one female security officer must be present at all times.

The period of coverage under this contract is the regular 2014-15 school term ending June 30, 2015 with an EAA option for the 2015-16 school term ending June 30, 2016.

The Vendor shall provide public safety services to the EAA which includes, but is not limited to, the following:

- a) Patrol all assigned areas both inside and outside of building to regulate traffic, control crowds, prevent crime, or arrest violators;
- b) Respond to emergency calls to protect persons or property from crimes, fires, or other hazard, including, but not limited to, emergencies in the form of fights, natural disasters, fires, and intrusion by individuals not affiliated with the school;
- c) Respond to crimes in progress, initiating actions such as administering aid to victims, and detaining and interrogating suspects as permitted by law;
- d) Attend school events and extra-curricular activities to maintain order, including after hour school functions such as athletic games, dances, plays and graduation;
- e) Investigate and report, on approved Incident Report forms, all incidents related to public safety involving EAA buildings, students, and/or staff;
- f) Provide security during the loading and unloading of busses;
- g) Identify those persons responsible for violations of school rules and regulations or laws, when observed;
- h) Participate in drills and emergency precautionary demonstrations;
- i) Inspect establishments for compliance with local regulations;
- j) Assist EAA faculty and staff in the enforcement of the EAA code of conduct;
- k) Assist law enforcement officials in the investigation and prosecution of crimes on EAA grounds or against EAA students and employees, including, but not limited to, providing identification and testimony as necessary;
- l) Perform any other actions as requested, agreed to, and memorialized in the Post Order Manuals to be maintained at each EAA facility.

The following guidelines are to provide general direction as to the hours and physical assignment of the security services provided for herein. The Parties agree that security personnel and supervisors shall remain flexible and respond to reasonable requests by EAA faculty and staff for security responses based on need and current circumstances.

Security personnel shall arrive at least forty five (45) minutes prior to the opening of school and shall remain at least forty-five (45) minutes after the closing of school to secure and ensure the safety of school facilities, students, faculty, and visitors. For EAA high schools, security personnel shall be on site and available from 7 am until 4 pm each day school is in session. For EAA elementary and middle schools, security personnel shall be on site and available from 8 am to 5 pm each day school is in session.

Security personnel shall be assigned to EAA schools for basic coverage as follows:

Central High School: Five (5) security guards
Mumford High School: Eight (8) security guards
Pershing High School: Seven (7) security guards
Denby High School: Eight (8) security guards
Henry Ford High School: Six (6) security guards, and one (1) supervisor
Southeastern High School: Six (6) security guards, and one (1) supervisor
Bethune Middle School: Three (3) security guards
Brenda Scott Middle School: Three (3) security guards
Murphy Elementary/Middle School: One (1) security guard
Tix Elementary/Middle School: One (1) security guard
Steward Elementary/Middle School: One (1) security guard
Bums Middle School: Two (2) security guards
Law Elementary/Middle School: Two (2) security guards
Nolan Middle School: Two (2) security guards
Phoenix Academy: Two (2) security guards
Scott Middle School: Three (3) security guards

Rotating Supervisors: security supervisors shall rotate among those schools that do not have a supervisor stationed as necessary.

Basic coverage may be modified due to increased/decreased needs at an individual location.

In addition to the basic coverage, we may also require additional uniformed unarmed security officer coverage at athletic meets and other special events. Personnel needs in this area will vary depending on the function or event. In these cases, EAA will normally provide the security service contractor with at least three (3) days advance notice.

Additionally, EAA requires that the contract security service have a rapid response capability to provide unexpected additional coverage in the event of an unforeseen emergency situation.

All training is the responsibility of the contractor at no cost to EAA.

Should personnel replacements be made, it will be the responsibility of the contract service to provide this site-specific training and post familiarization at its expense.

The district currently employs a security staff and would expect the security service contractor to consider hiring any current staff who meet the qualifications.

To submit your bid, please review the enclosed bid specifications and determine whether your business

meets our minimum requirements. Then please complete the Bid Form and Survey to Qualify Contract Security Service Bidders. The survey is not as complicated as it first appears and it should take you less than a half hour to complete. No bid will be considered unless accompanied by this survey.

The Bid Form and Survey to Qualify Contract Security Service Bidders must be delivered to Jamie Glavin, Procurement Manager via email to jglavin@eaaofmichigan.org **by 5:00 p.m. on Monday, July 21, 2014. Emails must be clearly labeled "Security Services Bid"**. Late bids will not be considered.

Although price is a consideration, EAA is primarily concerned with working with a quality security service which has a history of stability and professionalism. EAA is not interested in minimum wage watchman services or services engaged primarily in providing employment to disadvantaged or under-qualified personnel. EAA will not be obligated to award this contract to the lowest bidder.

We request that all bidders use the enclosed survey form exclusively to tell us about their companies and we ask that no additional items, such as advertising or brochures, accompany the Bid Form and Survey to Qualify Contract Security Service Bidders.

Questions should be directed via email to Jamie Glavin, Procurement Manager, jglavin@eaaofmichigan.org, 313/263-9837, **no later than 10:00 a.m. Monday, July 14, 2014.**

BID SPECIFICATIONS

License Requirements

- Bidders must be licensed by the state under PA 330 of 1968
- Preference may be given to bidders who are additionally licensed by the state under PA 225 of 1965

Minimum Insurance Requirements

- Workers Compensation--statutory limits
- General Comprehensive General Liability--\$1 million each occurrence/\$3 million general aggregate with a maximum deductible of \$5,000
- Errors & Omissions--full policy limits
- Personal injury part covering false arrest/detention, invasion of privacy, libel and slander--preferably full policy limits
- Assault & Battery coverage

Note: Liability insurance must be of the type known as occurrence form coverage. Claims-made coverage is not acceptable. EAA may require that the service selected add the district as an additional insured on the liability policy, but only with respect to the negligent acts errors or omissions of the named insured.

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Minimum Bonding Requirement

- While a license bond is not specifically required, preference may be given to security contractors which have such a bond in addition to liability insurance
- While a third person fidelity bond is not required, preferred consideration may be given to security contractors which have such a bond

Non-discrimination

- Bidders must be equal opportunity employers

Minimum Security Officer Training

- An absolute minimum of four (4) hours documented classroom training covering the fundamentals of security, emergency response and legal restrictions
- Site specific training to be provided at bidder expense
- Basic first aid certification at bidder expense
- CPR certification at bidder expense

Recertification would be handled at the expense of the contract service. Additionally, should personnel replacements be made, it will be the responsibility of the contract service to provide training certification of replacements at its expense.

Minimum Background Required

- Criminal conviction history records search
- Michigan Public Sex Offender Registry search

Ability to Provide Additional Coverage

- Ability to provide additional coverage for athletic meets and other special events.
- Ability to provide emergency response coverage in the event of unforeseen adverse events.

Minimum Standards of Officers Assigned to EAA

- 18 years of age
- High school or equivalent
- Maintain neat, professional appearance in a well maintained uniform
- Physically and mentally alert and in excellent health
- Ability to prepare legible precise reports in proper English
- Ability to interact professionally with EAA staff, students and visitors

**SURVEY TO QUALIFY CONTRACT SECURITY SERVICE BIDDERS
FOR UNARMED UNIFORMED COVERAGE AT EAA**

A. IDENTIFICATION OF BIDDER

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Contact Name: _____

Location of business headquarters or location of parent company headquarters:

Same as above____ (or) City/State-Province/Country: _____

B. BUSINESS STRUCTURE

Proprietorship____ Partnership____ LLC____ S-Corp____ Corporation (C-Corp) _____

If relevant, incorporated in the state of: _____

C. BUSINESS OWNERSHIP

Please list principals. If the business is a corporation, please list officers, board members and stockholders owning 20% or more of the stock.

NAME

CITY OF RESIDENCE

TITLE

D. GENERAL BUSINESS BACKGROUND

Year business was founded_____ 2013 security sales volume_____

Where does your business provide security services? Locally only____ Statewide____ In states other than Michigan____ Nationwide____ Internationally____

Has the business ever filed for bankruptcy protection? Yes____ No____

Would you provide a copy of your business's latest profit and loss statement and/or annual report if requested? Yes____ No____

Banking reference: _____

Are there any unresolved complaints against your business on file with Michigan DELG or any law enforcement agency? Yes____ No____ (If yes, please attach details)

Are there any unsatisfied federal, state, or local tax liens against your business at present, or any current issues in dispute regarding federal, state or local tax?
Yes____ No____ (If yes please attach details)

If the business is a LLC, S-Corp or C-Corp, can a certificate of good standing be obtained from the State of Michigan upon request? Yes____ No____

E. LICENSING

Name of licensee under PA 330 of 1968: _____

License Number: _____ Expires: _____

If additionally licensed under PA 285 of 1965: Not Applicable____ (or)

Name of licensee under PA 225 of 1965: _____

License Number: _____ Expires: _____

Is your business additionally licensed to provide security services in another state(s)?
Yes____ No____

F. PROFESSIONAL CERTIFICATIONS OR DEGREES

Do any owners, managers or supervisors hold current relevant certifications such as CPP, PSP, PCI, or associate/bachelor degrees in security management or related fields?

Yes____ No____ If Yes, Name_____

Position_____ Certification or Degree_____

(If more than one employee is certified or holds a degree please attach details.)

G. GENERAL SECURITY EXPERIENCE OF LOCAL MANAGEMENT

Please briefly relate the security experience of the company owner or manager who would be responsible for the EAA account.

H. CONTRACT

Does your business always require a written contract? Yes____ No____

If yes, please enclose a copy of your standard contract.

Would your business guarantee the rates quoted to EAA through the end of the 2015-16 school year?

Yes____ No____

I. INSURANCE COVERAGE

1. WORKERS COMPENSATION

Carrier_____

Agent: _____

Policy dates from _____ to _____

2. LIABILITY COVERAGE

Carrier_____

Agent: _____

Policy dates from _____ to _____

Limits of General Comprehensive Liability Policy _____

Deductible on General Comprehensive Liability Policy _____

Exclusions on liability coverage _____

Endorsements/riders on liability coverage (e.g. errors & omissions, etc.) _____

Do you additionally carry an umbrella policy or other excess coverage?

Yes ____ No ____ If yes please provide details below

Can EAA be covered as an additional insured on this liability policy with respects to liability created by the negligent errors, acts or omissions of your service? Yes ____ No ____

J. BONDS

Does your business have a license bond as described under PA 330? Yes ____ No ____

Does your company additionally carry a third person fidelity bond which protects the client in the event of a dishonest act of a security officer? Yes ____ No ____

K. CHAIN OF COMMAND AND COLLECTIVE BARGAINING STATUS

Security companies normally have a clear chain of command, reporting structure or organization chart system. Please briefly describe your company's

Are your security officers represented by a collective bargaining agreement?

Yes____ No ____

If yes, what union represents these officers? _____

L. PERSONNEL BACKGROUNDS & TRAINING

Are all applicants cleared in regard to school criminal record checks prior to assignment?

Yes____ No ____ (If no, please explain your situation)

Are all applicants cleared through the Michigan Public Sex Offender Registry?

Yes____ No ____

Are applicants checked through the United States Government E-Verify program prior to assignment?

Yes____ No ____

Do applicants undergo a drug screening prior to assignment? Yes____ No ____

Has your business ever accepted government subsidies to hire economically disadvantaged or other special classes of persons to work as security officers?

Yes____ No ____

Are background checks conducted on applicants? Yes____ No____ If yes, please recap the background performed

Please describe your training program? _____

Will you consider hiring any of our current staff who meet the qualifications?

Yes____ No ____

M. FIREARMS POLICY

Does your business provide armed uniformed security services? Yes____ No ____

If yes, please describe training and policies related to armed officers. _____

Do you prohibit the *presence* of firearms at unarmed accounts? Yes____ No ____

N. WAGES AND BENEFITS

Should EAA select your business to provide our security coverage, what is the minimum personnel assigned would be paid, again stressing that we are interested in quality personnel only not minimum wage watchmen?

Security Officer \$_____ per hour

Please list benefits for personnel assigned to the EAA account. Please restrict this to legitimate benefits and refrain from listing items such as workers compensation, free counseling, prompt payment of wages, etc. If personnel assigned will be covered under a hospitalization/medical plan, please indicate the percentage paid by the employee, if any.

O. SCHEDULING

How many hours do your full-time security officers normally work in a week? _____

If an officer must miss a day of work due to illness, etc., what procedure do you have to ensure the shift is filled?

Can your business provide additional security personnel for athletic and special events with three days' notice? Yes____ No ____

Can your business provide additional rapid response security personnel in the event of emergency situations with no notice? Yes____ No ____

P. MANUALS, POST ORDERS, REPORTS, INSPECTIONS

Does your business provide officers with a basic general manual or set of rules and regulations covering activity expected of all your security officers? Yes____ No ____

Would your company prepare post orders specifically based on the needs and desires of EAA or would this be the responsibility of EAA?

Yes ____ No ____

Would your officers assigned prepare individual daily written shift reports and, if needed, incident reports?

Yes ____ No ____

If yes, would copies of such reports be left with an EAA representative?

Yes ____ No ____

Please comment concerning your program regarding inspection of assigned personnel by field supervisors or managers, including the frequency of such inspections and how they are documented

Q. OTHER SERVICES AVAILABLE

Please list any other security related services your business provides _____

R. COMMUNICATIONS

Please explain how EAA' management would contact your company during the evening, weekends and in the event of an emergency situation?

S. ASSOCIATIONS, PROFESSIONAL UPDATING, LEGISLATIVE ACTIVISM

Please list associations in which your business or members of management hold membership. Also, please comment on any participation with legislative activities (only as they regard to the security industry) and how you keep up to date on changes in statutes and other legal requirements.

T. EXPERIENCE WITH SCHOOLS AND SIMILAR ENVIRONMENTS

Does your business provide security at any schools at this time? Yes____ No ____

If yes, which ones _____

Do any members of your management team have specific experience in managing security at schools or similar educational environments? Yes____ No ____

If yes, please elaborate _____

Does your business provide high visibility security at any businesses, retail outlets, shopping malls, government buildings or similar posts where there is constant contact and interaction with the general public? Yes____ No ____

If yes, please elaborate _____

U. REFERENCES

Please list three Metro Detroit area clients where your business has provided uniformed security services for two years or more.

Business/Entity _____

Contact Person _____ Telephone _____

Address/City/Zip _____

Business/Entity _____

Contact Person _____ Telephone _____

Address/City/Zip_____

Business/Entity_____

Contact Person_____ Telephone_____

Address/City/Zip_____

I certify that the data provided in the foregoing survey is accurate and complete and understand that falsification of any portion of this survey will disqualify my business as a bidder.

(COMPANY NAME)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

BID FORM
COST TO DISTRICT FOR SECURITY OFFICERS FOR 2014-15:

REGULARLY SCHEDULED HOURS	\$_____ PER HOUR
ADDITIONAL COVERAGE WITH AT LEAST THREE DAYS NOTICE	\$_____ PER HOUR
ADDITIONAL COVERAGE WITH LESS THAN THREE DAYS NOTICE	\$_____ PER HOUR
EMERGENCY RESPONSE WITH NO NOTICE	\$_____ PER HOUR
SUPERVISOR REGULARLY SCHEDULED HOURS	\$_____ PER HOUR
SUPERVISOR ADDITIONAL COVERAGE WITH AT LEAST THREE DAYS NOTICE	\$_____ PER HOUR
SUPERVISOR ADDITIONAL COVERAGE WITH LESS THAN THREE DAYS NOTICE	\$_____ PER HOUR
SUPERVISOR EMERGENCY RESPONSE WITH NO NOTICE	\$_____ PER HOUR

COST TO DISTRICT FOR SECURITY OFFICERS FOR 2015-16:

REGULARLY SCHEDULED HOURS	\$_____ PER HOUR
ADDITIONAL COVERAGE WITH AT LEAST THREE DAYS NOTICE	\$_____ PER HOUR
ADDITIONAL COVERAGE WITH LESS THAN THREE DAYS NOTICE	\$_____ PER HOUR
EMERGENCY RESPONSE WITH NO NOTICE	\$_____ PER HOUR
SUPERVISOR REGULARLY SCHEDULED HOURS	\$_____ PER HOUR
SUPERVISOR ADDITIONAL COVERAGE WITH AT LEAST THREE DAYS NOTICE	\$_____ PER HOUR
SUPERVISOR ADDITIONAL COVERAGE WITH LESS THAN THREE DAYS NOTICE	\$_____ PER HOUR
SUPERVISOR EMERGENCY RESPONSE WITH NO NOTICE	\$_____ PER HOUR

IS THERE A MINIMUM NUMBER OF HOURS (e.g. 4 HOURS) CHARGED FOR COVERAGE OTHER THAN THE REGULARLY SCHEDULED COVERAGE?

Yes_____ No_____ IF YES, WHAT IS THE MINIMUM NUMBER OF HOURS? _____

WOULD EAA BE CHARGED HOLIDAY PAY WHERE OFFICERS DO NOT WORK, OR IS THERE ANY PREMIUM CHARGE FOR OFFICERS WHO DO WORK ON HOLIDAYS?

Yes_____ No_____ IF YES, PLEASE EXPLAIN YOUR POLICY IN THIS AREA

WOULD EAA BE CHARGED OVERTIME FOR EVENINGS OR WEEKENDs FOR OFFICERS WHO WORK?

Yes_____ No_____ IF YES, PLEASE EXPLAIN YOUR POLICY IN THIS AREA

THE ABOVE RATES ARE GUARANTEED THROUGH THE END OF THE 2015-16 SCHOOL YEAR BASED ON THE ESTIMATED COVERAGE DESCRIBED IN THE INVITATION TO BID.

(COMPANY NAME)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

BIDDER: PLEASE RETURN THIS BID FORM ALONG WITH THE COMPLETED SURVEY TO QUALIFY CONTRACT SECURITY SERVICE BIDDERS to Jamie Glavin, Procurement Manager via email to jglavin@eaaofmichigan.org **by 5:00 p.m. on Monday, July 21, 2014. Emails must be clearly labeled "Security Services Bid"**. Late bids will not be considered.